



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
FT Harrison, Montana 59636-4789

HRO

DATE:

05 January 2007

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-333
CLOSING DATE 26 January 2007**

PREVIOUSLY ADVERTISED AS JVA: 07-315. OPEN FOR 21 DAYS.

BARGAINING UNIT POSITION: Human Resource Assistant (Military), GS-0203-05/07

SALARY RANGE: GS-05 \$28,862.00 - \$37,519.00 PA (per annum)
GS-07 \$35,752.00 - \$46,478.00 PA (per annum)

LOCATION: G-1, Helena, MT

SELECTING OFFICIAL: CPT TRACY ANDERSON

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒
COMPATIBILITY: CMF/MOS: 42A, 42F, 42L
SUPERVISORY ☐ NON-SUPERVISORY ☒ PERMANENT ☒

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST.

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70541000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to serve as a final review of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: Promotion potential to GS-07, if hired as GS-05, upon completion of a classification desk audit.

PCS FUNDS NOT AVAILABLE.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

//signed//
TROY A. FROST
Lt Col, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-333

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR HUMAN RESOURCE ASSISTANT (MILITARY), GS-0203-05, 70541000

1. Skill in reading and interpreting regulations.
2. Skill in maintaining records and reports.
3. Ability to perform administrative personnel tasks.
4. Ability to plan, schedule, and organize.
5. Knowledge of a personnel organization.
6. Ability to prepare a budget.

GENERAL EXPERIENCE: Clerical or administrative experience, education, or training.

SPECIALIZED EXPERIENCE: Must have 6 months of specialized experience in performing clerical or administrative work.

KSA'S FOR HUMAN RESOURCE ASSISTANT (MILITARY), GS-0203-07, 70541000

1. Skill in reading and interpreting regulations.
2. Skill in maintaining records and reports.
3. Skill in providing technical guidance on military personnel matters.
4. Ability to plan, schedule, and organize.
5. Knowledge of the National Guard; sufficient to refer visitors, mail, and telephone calls.
6. Ability to prepare and manage a budget.
7. Knowledge of Casualty Assistance program or function(s).
8. Knowledge of Military Funeral Honors program or function(s).

GENERAL EXPERIENCE: Clerical or administrative experience, education, or training.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience in performing clerical or technical military personnel work.

/SIGNED/
TRACY D. ANDERSON
CPT, AG, MT ARNG
Supervisory Human Resources Specialist (Military)

Enclosure 1